

# CITY AND COUNTY OF SWANSEA

## NOTICE OF MEETING

You are invited to attend a Meeting of the

## DEMOCRATIC SERVICES COMMITTEE

**At:** Committee Room 3A, Guildhall, Swansea

**On:** Tuesday, 28 June 2016

**Time:** 5.00 pm

**Chair:** Councillor Peter Black

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### Membership:

Councillors: R A Clay, A C S Colburn, J P Curtice, N J Davies, J A Hale, J W Jones, E T Kirchner, D J Lewis, K E Marsh, G Owens and L V Walton

## AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Minutes.** 1 - 3  
To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 **Councillors ICT - May 2017 & Beyond.** 4 - 5
- 5 **Councillors - Self Service.** 6 - 7
- 6 **Workplan.**

**Next Meeting:** Tuesday, 27 September 2016 at 5.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 22 June 2016**

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**Contact: Democratic Services – (01792) 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
TUESDAY, 15 MARCH 2016 AT 5.00 PM

**PRESENT:** Councillor P M Meara (Chair) Presided

**Councillor(s)**

R A Clay  
N J Davies  
K E Marsh

**Councillor(s)**

A C S Colburn  
J W Jones  
L V Walton

**Councillor(s)**

J P Curtice  
D J Lewis

**Officer(s)**

Huw Evans  
Allison Lowe  
Tracey Meredith

Head of Democratic Services  
Democratic Services Officer  
Deputy Head of Legal and Democratic Services

22 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor J A Hale.

23 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

24 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee held on 15 December 2015 be approved and signed as a correct record.

**Matters Arising:**

**12 Democratic Services Annual Report 2014-2015**

The number of Annual Reports submitted by Councillors had decreased considerably to those submitted for the 2013-2014 period. 53 Annual Reports had been received for the 2014-2015 period. The Head of Democratic Services asked the Committee to champion the submission of annual reports for 2015-2016 with their Political Groups which would be required in June 2016.

**19 Discussion on Future ICT Provision for Councillors from 2017**

The Chair and Head of Democratic Services proposed that a Seminar be held in May / June 2016 in order to consult with all Councillors regarding their views on the future ICT provision for Councillors from May 2017.

## 20 Councillor Training and Development 2016-2017

At the Democratic Services Committee held on 15 December 2015 a number of questions were posed relating to the training provided to those Councillors that sit on the Planning Committee. It was suggested that following changes to the membership of the Planning Committee, that the newly added Councillors had not received adequate training.

The Deputy Head of Legal and Democratic Services, the Planning Control Manager and Head of Democratic Services have investigated the claim and can assure all Councillors that all of the members of the Planning Committee have been appropriately trained.

It appears that the confusion arose as the original members of the Planning Committee received elements of their training from an external Training Provider which provided additional Continuous Personal Development (CPD); however following membership changes, this external training was not provided to those new members. This additional training does not prejudice anyone's ability to sit on Planning Committee.

Whilst accepting the difference in training provider, Councillors can be assured that the necessary level of training was provided albeit from an Internal Training Provider. As such, each of the members of the Planning Committee has had the necessary standard of training to sit on Planning Committee.

There is no statutory requirement for members to be trained in order for them to sit on Planning Committee but Welsh Government are currently consulting on a Planning Committee protocol, which if implemented will provide that all members of Planning Committees must undertake training in accordance with a local or national training scheme before participating in any decision making at meetings.

Whilst this Welsh Government initiative is not yet in place, it is important to note that this Authority has operated a system whereby all members of a Planning Committee must be trained prior to being permitted to sit on the Committee.

Certain Councillors felt that enhanced training had been promised when the newly formed Planning Committee was established in January 2015. In addition some Councillors requested that Planning Training be offered to all Councillors even if they didn't currently sit on the Planning Committee.

**RESOLVED** that the Head of Democratic Services liaise with the Planning Control Manager in relation to planning training.

25 **INDEPENDENT REMUNERATION PANEL FOR WALES 2016-2017 ANNUAL REPORT - FEBRUARY 2016.**

The Head of Democratic Services outlined the content of the Independent Remuneration Panel for Wales 2016-2017 Annual Report of February 2016.

He outlined the main determination changes that would affect the City & County of Swansea in relation to:

- Executive members may be paid at either of the two senior salary levels below:

Level 1 – Group A - £32,000

Level 2 – Group A - £28,800

- Chairs of Committees may be paid at either of the two salary levels below:

Level 1 Chairs - £22,000

Level 2 Chairs - £20,000

Council at its Annual Meeting in May 2016 will need to consider at what level payments will be made in relation to the above.

**RESOLVED** that the report be noted.

26 **COUNCILLOR INDUCTION 2017.**

The Head of Democratic Services outlined a report in relation to the Councillors Induction Programme 2017.

The Committee were asked to consider the early draft Councillors Induction Programme and use it as a tool to assist in drafting a response to the Welsh Local Government Authority (WLGA).

The Committee felt that the Induction should be available for all Councillors, not just new members and that training immediately following the election should be on a light-touch basis and repeated in the months after the election, around September / October time.

**RESOLVED** that the Head of Democratic Services respond to the WLGA outlining the above comments.

The meeting ended at 5.23 pm

**CHAIR**

Future Provision of ICT for Councillors  
2017-2021

Democratic Services Committee -  
28 June 2016



City and County of Swansea  
Dinas a Sir Abertawe

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Overview of Current Arrangements

- Established based on feedback / surveys
- Allowance to buy ICT equipment and on-going support and maintenance
- Caters for flexibility requested by Councillors
- Councillors Support through DS Team
- ICT support of Council related issues, e.g. Citrix, WiFi, email



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Digital Strategy & Councillors

- Cloud First
- Supports bring your own device (BYOD)
- Self-service
- Increased partnership and information sharing
- Greater security requirements around devices and information while maintaining flexibility
- Enterprise versus home environment
- Improved Business intelligence to support Councillors and Officers and decision-making



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### What Currently Works Well?

- Flexibility around choice of device
- Corporate devices would be more restrictive around personal use
- Councillors can download any software / apps
- Councillors can upgrade systems when they choose



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### Known Issues

- Councillors find Citrix cumbersome and webmail lacks functionality – Office 365 will improve access and resilience
- WiFi intermittent issues known and solutions in progress
- Digital strategy will improve infrastructure
- Councillors using personal email
- Some Councillors have not taken out a support package
- Logging of incidents



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### Next Steps

- Attend all group Meetings to discuss future provision
- 27 Sept 2016: Report with recommendations back to Democratic Services Committee
- Council and Cabinet approval before Dec 2016
- Roll out and training May 2017
- Digital strategy roll out for Councillors



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# Agenda Item 5

## Report of the Head of Democratic Services

Democratic Services Committee – 28 June 2016

### COUNCILLORS – SELF SERVICE

<b>Purpose:</b>	To inform the Democratic Services Committee of the Authority's intention to move Councillors to the ISIS Self Service package.
<b>Policy Framework:</b>	None.
<b>Consultation:</b>	Access to Services, Finance, Legal.
<b>FOR INFORMATION</b>	
<b>Report Author:</b>	Huw Evans
<b>Finance Officer:</b>	Paul Cridland
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Phil Couch

#### 1. Introduction

- 1.1 The Authority has embarked on its "Sustainable Swansea – Fit for the Future" programme, aiming to deliver a fundamental change to the way that certain things are carried out.
- 1.2 Sustainable Swansea is a programme of activity, tools and techniques that will help everybody within the Authority to take a managed approach to the changes that we face as an organisation. A whole Council approach will have a greater impact than if we acted alone.
- 1.3 The objectives of Sustainable Swansea – Fit for the Future are:
  - To transform services;
  - To deliver better outcomes for residents;
  - To achieve financial sustainability.
- 1.4 ISIS is the Council's integrated HR, payroll, finance, procurement stores and job costing system. It is used in every Service Unit and has around 4,000 users.
- 1.5 A programme of work will now commence with getting Councillors to commence using the Self Service element of ISIS.

## **2. Councillor Self Service on ISIS**

2.1 Councillor self-service will allow Councillors to view, amend and apply for things via ISIS. This will include:

- Payslips, P60's and P11d's;
- Changes to your personal details (address, bank etc.);
- Car Parking Permits;
- Mileage and Expenses Claims.

2.2 By encouraging Councillors to use ISIS Self Service, it will reduce printing costs, save administration time and costs. All of which will assist the Authority in managing its financial deficit. ISIS Self Service will also allow Councillors to update their information in real time.

2.3 With immediate effect, no new Councillor shall receive a paper payslip and will be required to use the Self Service on ISIS.

2.4 All current Councillors will be encouraged to shift to the Self Service system; however it will be compulsory from the Annual Meeting of Council in May 2017.

2.5 The shift to ISIS Self Service Mileage and Expenses Claims will also commence in May 2017; however a number of Councillors will be invited to start using the system sooner, so that the process can be trialled.

2.6 Training will be provided to all Councillors in order to manage this process of change. User Guides are available on the Authority's StaffNet site <http://www.swansea.gov.uk/staffnet/mileageandexpenses>

## **3. Equality and Engagement Implications**

3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

## **4. Financial Implications**

4.1 Any costs that arise will be minimal and will be met from within existing budget.

## **5. Legal Implications**

5.1 None.

**Background Papers:** None.

**Appendices:** None